

(George)

C-250

PLATONARY COUNTY

People's Court

10/26/68

G.W.S. called  
Mr. Hagen, Clerk of  
People's Court &  
told him that items  
1-2 could not  
be disposed of as  
meeting had amended  
law in 1966 session  
to delete provisions  
for disposal

1 TRIAL MAGISTRATES' PAPERS

Size: Folded papers

Dates: 1939 ---

Quantity: 55 transfiles, 84 document files, 3 cartons

File Arrangement: By case number

The Trial Magistrates' Papers are composed of writs, warrants, and miscellaneous papers prepared or issued in the disposition of cases---civil, criminal, and traffic---heard by the People's Court. The papers were usually filed in pockets until 1959, when Silver Spring adopted vertical filing, Rockville and Bethesda doing the same in 1961. The outside of the folders gives a complete summary of the contents and of the proceedings and disposition of the cases.

The recommendation below pertains only to the papers (Annotated Code of Maryland, 1957 edition as amended, Art. 52, Sec. 31). The Trial Magistrates' and People's Court Dockets are to be retained permanently (Item 2 of this schedule). Papers prior to 1939, in the custody of the Clerk of the Circuit Court, are disposable under Schedule C-194 pertaining to the records of that office.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DOCKETING AND DISPOSITION OF THE CASE, THEN DESTROY.

2 TRIAL MAGISTRATES' DOCKETS (PEOPLE'S COURT)

Size: 14" x 16" x 3"

Dates: 1939 ---

Quantity: 220 volumes

File Arrangement: By court

Audit: Periodic internal audit; annual external audit

The Trial Magistrates' Dockets or People's Court Dockets give the

(continued)

Approved by B.P.W. - 7/1/64

2 (cont.) names of the parties and their attorneys, default and denial dates, motions, the proceedings and disposition of the case, damages and costs (Items 3 and 4). Under the provisions of law relating to the records of Justices of the Peace, Trial Magistrates, and the People's Courts, the Dockets are required to be retained permanently, (Annotated Code of Maryland, 1957 Ed., Art. 52, Sec. 31). This series includes the Civil and Criminal Dockets and the Traffic Dockets supplied by the State Department of Motor Vehicles.

RECOMMENDATION: RETAIN PERMANENTLY.

### 3 RECEIPT AND DISBURSEMENT JOURNALS

Size: 14" x 20" x 5"

Dates: 1948 ---

Quantity: 6 volumes

File Arrangement: Chronological

Audit: Periodic internal audit; annual external audit

The receipts and disbursements journals show receipts and expenditures by year, month and day, giving the name of the payer or payee and the amount and reason for the receipt or disbursement. In the case of receipts, the entries show the number of the police district, the docket liber and folio of the case, the amount, deposits, collateral refunded or forfeited, the fine, and the amount due to the county. A new system of bookkeeping will eliminate financial records being kept in the sub-districts, all of which record-keeping will be handled at the Rockville Court under the jurisdiction of the Chief Clerk. Financial transactions in the sub-districts will be reported daily to the Chief Clerk from each district in the People's Court Financial Reports (Item 4), which is the basis for the Chief Clerk's financial records and Docket entries. This record will be the final book of entry for financial transactions of the People's Court and of the sub-courts.

RECOMMENDATION: RETAIN PERMANENTLY.

### 4 PEOPLE'S COURT FINANCIAL REPORT

Size: 20" x 14" sheets

Dates: 1958 ---

Quantity: 1 file drawer

File Arrangement: Chronological

Audit: Periodic internal audit; annual external audit

This report is prepared daily in duplicate in each district from the traffic tickets and cash register tapes, giving the date and district number, the tape transaction number, name of the defendant and the charge, amount received, and the district number if applicable to another district. Money received is deposited daily in the name of the Chief Clerk of the county in local banks, and the deposit slips, with the machine tapes and one copy of the traffic ticket, are attached. The original report is retained in the files of the Chief Clerk, and the copy is receipted and returned to the court of origin. This record is a basis for receipt entries in the Receipts and Disbursements Journals and in the Dockets. (continued)

(cont.) RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

5 WEEKLY REPORT OF CASES TO THE DEPT. OF MOTOR VEHICLES

Size: 11" x 20" sheets (12" x 22" x 5" binders)

Dates: 1959 ---

Quantity: 15 binders

Audit: Periodic internal audit; annual outside audit; (also audited in D.N.V.)

The Weekly Report is prepared in triplicate; two copies go to the Department of Motor Vehicles, with traffic ticket copies attached, and also the check for the State's share in fines.

The report gives the report number and name of court, the period covered, summonses and docket numbers, name and address of the defendant, and the State fine and costs.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.